

Transition Events/Activities Checklist

May 22, 2007

Transition Events	Action/Documentation	Responsible Party/Agency	Timeline (child's age in months)	Completion Date/ Initials
1. Second (2nd) Birthday IFSP Meeting.	*Prior Written Notice (PWN).	Sending Agency	24-30 months	
Incorporate preliminary transition activities into IFSP at meeting closest to child's 2 nd birthday.	*Consent to release information.	Sending Agency		
	*If appropriate, give Copy of Part B Parent's Rights.	Sending Agency		
	Explore placement and service delivery options.	Sending Agency		
	IFSP update.	Sending Agency		
2. Notify school district of pending transition.	Letter to school district.	Sending Agency	29-30 months	
3. Schedule and hold transition planning meeting.	Document activities.	Sending Agency	27-33 months	
	IFSP transition plan.	Family		
	Review records/evaluations.	Receiving Agency		
	*Obtain consent to evaluate.	Sending or Receiving Agency		
	Obtain physicians orders, if required.	Sending or Receiving Agency		
4. Identify evaluation team and conduct evaluations.	Request parent input regarding evaluations.	Sending Agency or	30-34 months	
This process must include the family as a team member.	Document activities.	Receiving Agency		
Team reviews available information to determine evaluation(s) needed.	Evaluation Reports.			
**5. Schedule and conduct Anchor Assessment (may be combined with Item # 4).	Schedule Anchor Assessments.	Sending Agency	30-36 months	
	Complete Anchor Assessments.	Sending Agency		
6. Schedule and hold eligibility determination meeting.	*Prior Written Notice (PWN).	Sending and	30-36 months	
IEP team, including parent determines eligibility.	Document activities.	Receiving Agencies		
7. Schedule family visits exploring program options.		Family	30-35 months	
8. Observations of child.	Document activities.	Receiving Agency	30-35 months	
For evaluation & program planning.				
9. Schedule and hold IEP meeting.	*PWN for meeting	Sending or Receiving Agency	33-36 months	
IEP team considers IFSP for adoption/modification using the IEP.	IEP or IFSP amendment.	Receiving Agency and Family		

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	*Consent and PWN for placement.	Receiving Agency		
	Arrange for transportation.	Receiving Agency		
IEP team determines placement after goals and benchmarks are selected or modified IFSP is adopted.	IFSP and IEP differences.	Receiving Agency		
	Extended School Year.	Receiving Agency		
**10. Complete <i>Child Outcome Summary Form (COSF)</i>.	<i>Child Outcome Summary Form.</i>	Sending Agency	33-36 months	
11. Records transferred to new program.	Document activities	Sending Agency	35-36 months	
**12. Provide COSF and information to District (may be combined with Item # 11).	<i>Child Outcome Summary Form</i> and any other necessary information.	Sending Agency	35-36 months	
13. Evaluate transition process.	Parent Satisfaction Survey	Sending and Receiving Agency	36-39 months	Completed annually by Central Office.
<p>* Denotes procedural safeguard.</p> <p>** Denotes Child Outcome data collection requirements at exit and are not related to preparing the child and family for transition.</p> <p>Note: Families are to be involved appropriately in all activities.</p> <p>Meeting associated with Items #3, #6, and # 8 may be one or separate meetings.</p>				